United Nations ST/IC/2000/21

Secretariat

12 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Central Support Services

Subject: **Indoor air and drinking water quality tests and inspections of the Headquarters buildings**

1. The purpose of the present circular is to inform members of the staff that semi-annual indoor air and drinking water quality tests and inspections of the Headquarters complex are scheduled for 8 May through 18 May 2000. The work will be performed during normal office hours according to the following schedule:

304 East 45th Street (FF Building)	8 May
DC-1 Building	9 May
DC-2 Building	10 May
UNITAR Building	11 May
345 Park Avenue South (Archive Building)	12 May
(Weekend)	
Conference Building	15 May
General Assembly Building	16 May
Library Building	17 May
North Lawn Building	17 May
Secretariat Building	18 May

2. For further information, please contact the Plant Engineering Section of the Facilities Management Division at extension 3-7376.

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* Expiration date of the present information circular: 31 May 2000.

00-38957 (E) 260400

United Nations ST/IC/2000/22

Secretariat

13 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Rates of daily subsistence allowance at Headquarters, Geneva and Vienna****

1. Pursuant to section 2.2 of administrative instruction ST/AI/1998/3 on the system of daily subsistence allowance, the purpose of this circular is to inform the staff of the schedule of rates of daily subsistence allowance applicable to the above-mentioned duty stations and their effective dates, as set out in the annex to this circular.

2. The schedule set out in the annex replaces the schedule contained in the annex to information circular ST/IC/1999/31 of 28 April 1999.

* The present circular will be in effect until further notice.

** *Personnel Manual* index No. 7141.

00-39052 (E) 190400

Annex

Rates of daily subsistence allowance at Headquarters, Geneva and Vienna

	Headquarters[a] *(in US$ per day)*		*Geneva*[b] *(in SwF per day)*	*Vienna*[c] *(in AS per day)*
(a) *First 60 days*, consecutive or otherwise, at the temporary duty station:				
	First 30 days	*Next 30 days*		
Under-Secretary-General or Assistant Secretary-General	385	328	396	3 330
D-1 and D-2	316	269	325	2 740
All other staff	275	234	283	2 380
(b) *During the next 60 days*, consecutive or otherwise, at the temporary duty station:				
Under-Secretary-General or Assistant Secretary-General	238		276	2 330
All other staff	183		212	1 790
(c) *After 120 days*, consecutive or otherwise, at the temporary duty station:				
Under-Secretary-General or Assistant Secretary-General	178		221	1 860
All other staff	137		170	1 430

[a] Effective 1 April 1998.
[b] Effective 1 April 2000.
[c] Effective 1 March 2000.

United Nations ST/IC/2000/23

Secretariat

18 April 2000

Information circular*

To: Members of the staff at Headquarters

From: The Assistant Secretary-General for Human Resources Management

Subject: **Issuance of United States social security numbers to members of the United Nations diplomatic community**

1. The Secretary-General has received from the United States Mission to the United Nations a note verbale dated 8 March 2000 which provides information concerning the issuance of social security numbers to members of the United Nations diplomatic community and answers a number of questions asked by staff members serving at Headquarters.

2. A copy of the note verbale is set out in annex I to the present circular. Attached to the note verbale was the text of a Social Security Administration publication entitled "Lawfully Admitted Aliens — When You Need A Number and When You Don't", which is set out in annex II to the present circular.

* Expiration date of the present circular: 31 December 2001.

00-39702 (E) 260400

Annex I

Note verbale dated 8 March 2000 from the United States Mission addressed to the Secretary-General

The United States Mission to the United Nations presents its compliments to the United Nations Secretariat and has the honour to bring to its attention the following information concerning the issuance of social security numbers to members of the United Nations diplomatic community.

The United States Mission wishes to inform the United Nations Secretariat that the United States Social Security Administration has advised the United States Mission that it does not assign social security numbers for identification purposes. Social security numbers are generally given only to United States citizens or lawfully admitted aliens who either have permission from the Immigration and Naturalization Service to work in the United States or receive benefits under a federal programme for which a social security number is required. Although state or local government agencies may choose to require a social security number for identification purposes, the Social Security Administration has advised that it does not assign social security numbers to aliens who are not otherwise eligible solely to meet the specific requirements of such agencies.

Because the Social Security Administration does not assign social security numbers for identification purposes, the United States Mission wishes to inform the United Nations Secretariat of benefits and services which may be obtained without a social security number. There are many situations where a social security number may be requested but is not required. Ambassadors, diplomatic agents and staff members of the Permanent Missions, and accredited representatives of organizations which are designated under the International Organizations Immunities Act, and their immediate families are not required to have social security numbers for banking or monetary transactions. They need only complete Internal Revenue Service (IRS) form W-8, Certificate of Foreign Status, available at banks or financial institutions.

Family members of foreign government officials do not need social security numbers to register for school. The United States Mission is informed that schools are not authorized to require a social security number for administering academic programmes and should assign internal numbers to students who are ineligible for social security numbers. Students may be asked to provide one, but an alternate form of identification should be acceptable. Social security numbers also are not necessary when reporting group health insurance coverage. Employees are not required to provide social security numbers for lawfully admitted non-immigrant alien family members who are covered by group health plans but do not have social security numbers.

Lawfully admitted non-immigrant aliens who claim themselves as dependants and do not have permission to work in the United States do not need a social security number for tax purposes. These individuals may obtain an Individual Taxpayer Identification Number (ITIN) by filling out IRS form W-7. An alien or spouse, not authorized to work, with income such as interest, investments or real estate must also apply for ITIN in order to file a tax return because a social security number will not be issued for this purpose. In addition, any lawfully admitted non-

immigrant alien may purchase savings bonds and may be designated a co-owner or beneficiary of such bonds without a social security number.

The United States Mission wishes to advise that in most states of the United States it no longer is necessary to have a social security number to secure a state-issued driver's licence or identification card. Under the Immigration Reform Act of 1996, a state-issued driver's licence or identification card must bear a social security number for a federal agency to use it to establish identity. However, this Act was not intended to prevent individuals who are legally in the United States from obtaining driver's licences or state identification cards. For this reason, the National Highway Traffic Safety Administration (NHTSA) adopted guidelines that provide states with a means to process the application of lawfully admitted aliens who do not have social security numbers. Such individuals must present documentation of their legal status in the United States, such as a passport, and are given a unique identifier as an alternative to a social security number.

Because there remain a relatively small number of states which require individuals to provide social security numbers to secure a driver's licence, the Social Security Administration will continue to assign social security numbers (for driver's licence purposes only) to any lawfully admitted alien who has met all other requirements for the licence. Any modifications to this procedure will be announced periodically on the Social Security Administration web site (http://www.ssa.gov). The new NHTSA guidelines should facilitate the issuance of driver's licences or state identification cards to eligible persons who previously were required to obtain social security numbers solely for that purpose. However, the United States Mission wishes to point out that persons who are required to secure driver's licences and register their motor vehicles through the State Department's Office of Foreign Missions still must do so and may not receive a driver's licence or register a motor vehicle locally.

The United States Mission trusts that this note and the enclosed information will clarify any misunderstanding surrounding the issuance of social security numbers for identification purposes.

Annex II

Social Security Administration

SSA Publication No. 05-10096
May 1999

Lawfully Admitted Aliens—When You Need A Number And When You Don't

When A Lawfully Admitted Alien Needs A Number

If you are a lawfully admitted alien with Immigration and Naturalization Service (INS) permission to work in the U.S., you need a Social Security number. Also if you are a lawfully admitted alien who does not have permission to work, but wants to enlist in the U.S. military, federal law requires you to have a Social Security number. The number is used as your military service number.

You May Need A Number For Other Reasons

State and local laws that conform with federal law may require you to give a Social Security number—even if you don't have permission to work. The Social Security Act permits state and local governments to use the number to administer laws related to—

- taxes;
- general public assistance;
- driver licensing; or
- motor vehicle registration.

How Do You Get A Number?

If you have permission to work, bring your INS documents with you when you apply for your number. If you don't have permission to work, but still need a number, you must—

- call or visit one of our offices to apply for a number;
- provide original documents showing your age, identity and lawful alien status; and
- provide a letter, on letterhead stationery (no form letters or photocopies), from the government agency requiring you to get a number. The letter must specifically identify you as the applicant, cite the law requiring you to have a Social Security number and indicate that you meet all the agency's requirements, except having the number.

If you are assigned a number for nonwork purposes, you can't use it to work. If you use it to work, we may inform INS.

If You Need A Number For Tax Purposes—What Can You Do?

If you need a number for tax purposes, but don't meet Social Security's requirements to be assigned a number, you can apply for an Individual Taxpayer Identification Number (ITIN) from the Internal Revenue Service (IRS).

Visit IRS in person or by calling the toll-free IRS number **1-800-TAXFORM** (1-800-829-3676) and request form W-7, *Application for an Individual Taxpayer Identification Number.*

What Can You Get Without A Number

As a lawfully admitted alien, you can obtain many benefits and services without having a number, even though you're asked to give one. You don't need a number to—

- **purchase savings bonds.** A lawfully admitted alien may be designated a co-owner or beneficiary without a number.
- **conduct business with a financial institution.** For tax purposes, financial institutions will ask you for a taxpayer identification number. If you aren't eligible for a Social Security number, contact IRS. IRS can help you determine if you need an ITIN.
- **register for school or apply for educational tests.** Schools aren't authorized to use the number to administer education programs. A student applying for the SAT, GRE and other educational tests doesn't need a Social Security number to take the test.

- **report group health insurance coverage.** Employers aren't required to report Social Security numbers for lawfully admitted alien family members who are covered by group health plans but don't have numbers.
- **apply for school lunch programs**. The parent applying for free or reduced-price lunch for the child(ren) can use his/her own number or should get a letter from Social Security stating no number will be assigned.
- **apply for HUD housing.** Family members age 6 and older must give a Social Security number or get a letter from us stating no number can be assigned.

For More Information

You can get more information 24 hours a day by calling our toll-free number, **1-800-772-1213**. You can call for an appointment or speak to a service representative between the hours of 7 a.m. and 7 p.m. on business days. Our lines are busiest early in the week and early in the month, so, if your business can wait, it's best to call at other times.

People who are deaf or hard of hearing may call our toll-free "TTY" number, 1-800-325-0778, between 7 a.m. and 7 p.m. on business days.

Social Security information is now available on the Internet at www.ssa.gov.

We treat all calls confidentially—whether they're made to our toll-free numbers or to one of our local offices. We also want to make sure that you receive accurate and courteous service. That's why we have a second Social Security representative monitor some incoming and outgoing telephone calls.

United Nations ST/IC/2000/24

Secretariat

18 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the Professional category and above**

1. The purpose of the present information circular is to inform staff members of recommendations made by the appointment and promotion bodies that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the Professional category and above, will be issued monthly to enhance transparency and enable the staff to perceive improvements in gender balance throughout the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of instruction ST/AI/1999/8 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in March 2000.

* Expiration date of the present information circular: 31 December 2000.

00-39698 (E) 240400

Placement and promotion
1 to 31 March 2000

Name	*Gender*	*Releasing dept./office*	*Receiving dept./office*	*Post level*	*Vacancy number*
Promotion					
Escudero, Juan	M	OLA	OLA	P-3	99-L-OLA-000641-I-NY
Guan, Ping	F	DPI	DPI	P-3	99-B-DPI-000686-I-NY
Miyaoi, Koh**	F	DESA	ESCAP	P-3	99-A-ESC-00X300-I-BA
Rajkhan, Osama Mostafa**	M	OHCHR	ESCAP	P-3	99-A-ESC-00X300-I-BA
Silva, Antonio	M	DPI	DPI	P-3	99-I-DPI-000670-I-NY
Feng, Xiaolan	F	UNOG	UNOG	P-4	99-T-UNG-542-GE
Kaouakib-Robinson, Kenza	F	DESA	DESA	P-4	•
Khalil, Mona	F	OLA	OLA	P-4	99-L-OLA-000535-I-NY
Mokhiber, Craig	M	OHCHR	OHCHR	P-4	99-L-CHR-706-GE
Peck, Mohan	M	DESA	DESA	P-4	•
Proksch, Marcel**	M	ESCAP	ESCAP	P-4	99-E-ESC-052-BA
Trevoux, Sylvie	F	DGAACS	UNOV	P-4	99-T-UNV-804-VI
Yacoumopoulou, Lena	F	DPI	DPI	P-4	99-I-DPI-000766-I-WA
Abdulrazzak, Mohamed	M	ESCWA	ESCWA	P-5	99-G-ECW-162-BE
Charles, Judith-Ann	F	UNJSPF	UNJSPF	P-5	•
Chavez, Maria Luisa**	F	UNOV	DPI	P-5	99-I-DPI-121-AT
Fahmawi, Saleem	M	DPI	DPI	P-5	99-I-DPI-152-NY
Gerlach, Karin Ann**	F	DESA	DESA	P-5	99-A-ESA-000558-E-NY
Jaspers-Faijer, Dirk	M	ECLAC	ECLAC	P-5	99-E-ECL-00XA05-E-SC
Karbuczky, Imre**	M	DGAACS	DGAACS	P-5	99-A-DGA-000612-E-NY
Krairiksh, Nanda	F	ESCAP	ESCAP	P-5	•
Niland, Norah	F	OCHA	OCHA	P-5	99-P-DHA-050-NY
Sabet, Merry**	F	ESCAP	DGAACS	P-5	99-R-DGA-000651-E-NY
Talavera Galeano, Luis	M	ECLAC	ECLAC	P-5	99-D-ECL-00X194-E-SC
Yilma, Hannah**	F	DPI	DPI	P-5	99-I-DPI-000570-E-PT
Carl, Hans**	M	UNCTAD	UNCTAD	D-1	98-E-TAD-100-GE
Ferrari, Gilbert	M	UNJSPF	UNJSPF	D-1	•
Placement					
Haeringer, Violaine	F	UNOG	ESCAP	P-2	99-E-ESC-00X320-I-VA
Warot, Eric	M	DPA	DGAACS	P-3	99-T-DGA-000731-I-NY

Name	*Gender*	*Releasing dept./office*	*Receiving dept./office*	*Post level*	*Vacancy number*
Moggio-Ortiz, Evelyn	F	DGAACS	UNOG	P-4	99-T-UNG-54[illegible]-GE
Nasr, Saad	M	DGAACS	ESCWA	P-4	98-T-ECW[illegible]-A68-BE
Ortiz-Lagunilla, Miguel	M	DGAACS	UNOG	P-4	99-T-[illegible]NG-545-GE

* The vacancy announcement was waived in accordance with the provisions of Administrative Instruction ST/AI/1999/8.

** The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in Administrative Instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he/she has been selected within two months, or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the shortlist may be selected by the Secretary-General on the recommendation of the head of department.

United Nations ST/IC/2000/25

Secretariat

18 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Placement and promotion list for staff in the General Service and related categories**

1. The purpose of this information circular is to inform staff members of recommendations made by the Appointment and Promotion Panel that have been approved by the Secretary-General in respect of placements and promotions.

2. This list, which includes staff in the General Service and related categories, will be issued monthly to enhance transparency within the Secretariat.

3. In order to ensure equitable treatment in promoting staff members, implementation will continue under the terms of administrative instruction ST/AI/1999/8 on placement and promotion, i.e., effective the first day of the month following approval by the Secretary-General, subject to the availability of the post and the assumption of the higher-level functions.

4. The attached list includes placements and promotions approved in March 2000.

* Expiration date of the present information circular: 31 December 2000.

00-39700 (E) 200400

Annex

Promotion 1 March to 31 March 2000

Name	*Gender*	*Releasing dept./ office*	*Receiving dept./ office*	*Post level*	*Vacancy number*
Promotion					
Abdullah, Intisar**	F	DM/OCSS	DM/OCSS	G-5	99-G-OCS-554-G5
Bakhourova, Irina	F	DPI	DPI	G-5	*
Bienvenida, Sonia	F	DM	DM	G-5	*
Blain, Chantal**	F	DGAACS	DGAACS	G-5	99-G-DGA-643-G5
Budy, Lourdes	F	DM	DM	G-5	*
Cruchaga, Cecilia	F	DM/OHRM	DM/OHRM	G-5	*
Escollies, Mavis	F	DPA	DPA	G-5	*
Fields, Elizabeth	F	DM	DM	G-5	*
Khan, Promela	F	ICSC	DM	G-5	99-G-DOM-626-G5
Kyaw-Nyunt, Nila	F	DPKO	DPKO	G-5	*
Millman, Brenda**	F	DGAACS	DGAACS	G-5	99-G-DGA-644-G5
Ryker, Christine**	F	DM/OCSS	DM/OCSS	G-5	99-G-OCS-065-G5
Sanchez, Rosalinda	F	DESA	DESA	G-5	*
Si, Cho Mar	F	UNJSPF	UNJSPF	G-5	99-G-JPF-743-G5
Umahon, Aileen	F	DM	DM	G-5	*
Butters, Dawn	F	DM/OHRM	DM/OHRM	G-6	*
Chang, Everton	M	DM/OHRM	DM/OHRM	G-6	98-G-HRM-129-G6
Houlker, Simone	F	DESA	DESA	G-6	*
Pampo, Germelina	F	DM/OHRM	DM/OHRM	G-6	*
Panicker, Jayalakshmi	F	DM/OCSS	DM/OCSS	G-6	99-G-OCS-049-G6
Rodriguez, Sandra**	F	DPKO	DPKO	G-6	99-G-DPK-574-G6
Salazar, Julia**	F	DM/OCSS	DM/OCSS	G-6	99-G-OCS-057-G6
Wallach, Genoveva	F	DM	DM	G-6	*

* The vacancy announcement was waived in accordance with the provisions of Administrative Instruction ST/AI/1999/8.

** The Secretary-General approved a list of alternate candidates proposed by the Department in accordance with the provisions outlined in Administrative Instruction ST/AI/1999/8. Should the selected candidate decline or fail to take up the functions for which he/she has been selected within two months, or vacate the post for any reason within six months of the Secretary-General's decision, another candidate from the short list may be selected by the Secretary-General on the recommendation of the head of department.

United Nations ST/IC/2000/26

Secretariat

19 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Review of claims for dependency benefits for 1999****

1. The purpose of the present circular is to inform staff members at Headquarters and the staff of United Nations information centres, the International Criminal Tribunal for Rwanda and field missions of the manner in which the review of their entitlements to dependency benefits for 1999 will be conducted.

Submission of claims

2. Staff members who were in receipt of a dependency benefit in 1999 will receive from their Executive or Administrative Office a dependency questionnaire (form P.84), which they are requested to submit, with the requisite supporting documentation, by 15 May 2000 (31 July 2000 for staff serving in field missions and information centres), in order to substantiate their entitlement to the benefits received. The completed questionnaire and any supporting documentation should be submitted to the office identified in paragraphs 3 and 4 below.

3. Please note locations of clusters and areas serviced, as follows:

Cluster 4 Room S-2410	DGAACS DM EOSG OIOS Office of the Special Rep. of the Secretary-General for Children in Armed Conflict UNFIP
Cluster 5 Room S-2427	DESA ICSC INSTRAW Regional Commissions New York Office UNJSPF
Cluster 6 Room DC1-218	DPKO GSS OCHA OIP UNSCOM
Cluster 7 Room S-2445	DDA DPA DPI OLA

4. As in past years, staff members serving in the Liaison Offices and at the International Criminal Tribunal for Rwanda should submit their P.84 forms to the Overseas Cluster of the Operational Services

* Expiration date of the present information circular: 31 January 2001.

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00-39976 (E) 080500

Division of the Office of Human Resources Management (Room S-2435A). Staff members assigned to United Nations peacekeeping missions and those serving in an established mission should submit their questionnaires to the Personnel Management and Support Service of the Field Administration and Logistics Division of the Department of Peacekeeping Operations (Room S-2280) and to the personnel office of the parent duty station, respectively. All other offices away from Headquarters will review dependency claims for their own staff.

5. The form will contain the information recorded for each staff member in the Integrated Management Information System. Staff members are requested to review that information carefully, make any necessary corrections and certify the accuracy of the information contained in the form.

6. When it is necessary for support payments to be documented, as explained below, the following will be considered as acceptable proof: original cancelled cheques, money order receipts, wire transfer receipts and original records of bank transactions.

Types of dependency benefits

7. Dependency benefits may be paid on account of a dependent spouse, a dependent child or children or a secondary dependant. For ease of reference, a dependent spouse, child or children will be referred to in this circular as "primary dependants". A "secondary dependant" may be the mother, father, brother or sister of the staff member of whose financial support the staff member provides one half or more and, in any case, at least twice the amount of the relevant dependency allowance.

8. Staff members in the Professional category and above and in the Field Service category will be paid salary and post adjustment at the dependency rate for the first recognized primary dependant, who may be a spouse or a child. A dependency allowance will be paid for each additional primary dependant at the rates approved by the General Assembly. The rates applicable for 1999 are contained in information circular ST/IC/1999/5.

9. Staff members in the General Service and related categories will receive a dependency allowance for each recognized primary dependant, who may be a spouse or a child or children. The amounts are set out in the local salary scales, as periodically revised, which are established for every duty station.

10. Dependency benefits on account of disabled children will be paid in accordance with the provisions of administrative instruction ST/AI/366 and Amend.1 of 28 September 1990 and 20 January 1993, respectively.

11. When a secondary dependant is recognized, a benefit will be paid at the rate determined by the General Assembly for staff in the Professional category and above and in the Field Service category. For staff in the General Service and related categories, the benefit will be paid in the amount set out in the local salary scales, as periodically revised, which are established for every duty station.

Claim for dependent spouse

12. A spouse will be recognized as a dependant when his or her gross occupational earnings, if any, do not exceed the limit established for this purpose in paragraph (a) of staff rule 103.24. In New York, the earnings limit for 1999 was US$ 30,088 (gross salary in effect on 1 January of the year concerned for a staff member at the G-2, step I, level). For 2000, the earnings limit in New York will remain at $30,088 pending issuance of the new salary scales for the General Service and related categories. For a spouse working in a country other than that of the staff member's duty station, the limit is the gross salary of the lowest entry level of the General Service salary scale applicable in the country of the spouse's place of work. For staff in the Professional category and above serving at any duty station, the limit may not be less than the equivalent of the G-2, step I, gross salary for New York. All earnings limits are based on the salary scales in effect on 1 January of the year concerned.

13. Pension and/or investment income is not considered occupational earnings and accordingly is not taken into account in determining a staff member's eligibility for the dependent spouse benefit.

14. When the spouse's gross occupational earnings are less than the sum of the earnings limit and the appropriate dependency benefit, an adjusted dependency benefit for a spouse may be paid to (a) staff members in the Professional category and above and in the Field Service category who have **no dependent children**, and (b) staff members in the General Service and related categories, **with or**

without dependent children. The adjusted benefit will be equal to the amount by which the sum of the earnings limit and the appropriate dependency benefit exceeds the spouse's gross occupational earnings.

Required documentation

15. Staff members who received a dependent spouse benefit for 1999 should submit proof of their spouse's gross occupational earnings for that year. A W-2 form, tax return or statement of earnings from the spouse's employer are acceptable proof of those earnings.

Claim for dependent child or children

16. The conditions for recognition of a dependency benefit on account of a child or children of the staff member are set out in paragraph (b) of staff rule 103.24 and administrative instruction ST/AI/278/Rev.1 of 25 May 1982.

17. A dependent child is a child for whom the staff member provides main and continuing support. A dependent child may be a natural child, a legally adopted child or a stepchild if the stepchild resides with the staff member. The child must be under the age of 18 years or, if in full-time attendance at school, university or similar educational institution, under the age of 21 years.

18. If legal adoption is not possible because there is no statutory provision for adoption or any prescribed court procedure for formal recognition of customary or de facto adoption in the staff member's home country or country of permanent residence, a child may nevertheless be recognized as a dependant if the following conditions are met:

(a) The child resides with the staff member;

(b) The staff member can be regarded as having established a parental relationship with the child;

(c) The child is not a brother or sister of the staff member;

(d) The number of children for whom dependency benefits are claimed in cases where legal adoption is not possible does not exceed three.

19. The age and school attendance requirements indicated in paragraph 17 above are waived if the child is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration (see ST/AI/366).

20. If a staff member or his/her spouse received in 1999 a dependency benefit in the form of a government grant in respect of a child, the staff member is requested to report the total amount of the grant received in respect of each child, the country from which the grant was received and the currency of the grant (if other than United States dollars). The amount of the grant will be subtracted from any dependency benefit payable by the United Nations on account of the dependent child or children.

21. When a child previously recognized as a dependant marries, the staff member has the responsibility to give written notice to the Office of Human Resources Management or the relevant personnel office. If the staff member continues to claim the child as a dependant, documentary evidence of support satisfactory to the Secretary-General will be required to substantiate the claim.

22. Staff members in the Professional category and above and staff in the Field Service category are no longer required to submit proof of their spouse's occupational earnings in order to claim a dependency benefit on account of one or more children when the spouse is not claimed as a dependant.

Required documentation

23. The following table summarizes the documentation required as evidence of a staff member's entitlement to a dependent child benefit for 1999:

For every child claimed as a dependant	An original birth certificate must be presented when the child is claimed as a dependant for the first time.
For a child under the age of 18 who resides with the staff member	No additional documentation required.
For the child(ren) of a staff member who is not the custodial parent	Original or certified copy of divorce decree or other court document specifying the amount of child support to be paid by the staff member plus proof of payment in the year concerned in the form of original cancelled cheques, money orders or wire transfer receipts, or bank transactions. The amount of payments should be at least the amount of court-ordered child support, or the amount of the child dependency benefit, whichever is higher. In the absence of a court document, a notarized affidavit from the custodial parent attesting that the staff member provided continuing support and specifying the amounts paid during 1999 plus the proof of payment described in the previous paragraph.
For a child between the ages of 18 and 21*	Staff members who were not in receipt of an education grant should submit a completed form P.41/B (certificate of school attendance) for the school year 1998/99. The determination for 2000 will be provisional pending submission of the same form for the 1999/2000 school year. Where the school year coincides with the calendar year, form P.41/B should be submitted for 1999. No additional documentation is required for a child for whom the staff member received an education grant for the academic year 1998/99 and an education grant advance for 1999/2000. The requisite forms are available from the executive/administrative offices at Headquarters and the local personnel offices.

* Dependency status is recognized through a period of vacation between school years when the child enrols for full-time attendance after the vacation. Otherwise, the dependency status ceases as of the last day of full-time attendance at the educational institution.

Secondary dependants

24. Paragraph (d) of staff rule 103.24 defines a secondary dependant as the father, mother, brother or sister of whose financial support the staff member provides one half or more, and in any case at least twice the amount of the dependency allowance. In order to be recognized as a dependant, a brother or sister must fulfil the age and school attendance requirements for a dependent child, which are recalled in paragraph 17 above, unless the brother or sister is physically or mentally incapacitated for substantial gainful employment, either permanently or for a period expected to be of long duration.

Required documentation

25. At the time of establishment of an entitlement to a secondary dependant benefit, staff members should submit in person the original or certified true copy of the birth certificate or passport of the secondary dependant, together with their own written statement that the secondary dependant relies upon the staff member for financial support and that the staff member provides one half or more of the dependant's support and, in any case, at least twice the amount of the dependency allowance. If the secondary dependant does not reside with the staff member, the staff member should also submit evidence of a pattern of support payments made to the dependant.

26. As previously announced in information circular ST/IC/1999/13 of 9 February 1999, the following documentation is required for 1999 and will be required for all subsequent years:

(a) If the secondary dependant resided with the staff member during 1999, no documentation will be required other than the certification of support on the P.84 form;

(b) If the secondary dependant did not reside with the staff member during 1999, the staff member will be requested to submit proof of all payments made during that year, in the form of original cancelled cheques, money order receipts, wire transfer receipts or record of bank transactions.

Important reminders to staff members

27. Paragraph (c) of staff rule 103.23 and paragraph (b) of staff rule 104.4 place upon staff members the responsibility to notify the Secretary-General in writing of any changes in their marital status or the status of their dependants. For that purpose, staff members are required to inform their Executive or Administrative Office promptly or the relevant personnel office of changes in the composition of their family or any other change affecting their entitlement to dependency benefits, including in those cases where a child between the ages of 18 and 21 ceases to be in full-time attendance at an educational institution.

28. Audits of dependency claims are conducted from time to time. Staff members are requested to keep complete records justifying their claims of dependency benefits for at least five years.

29. Information provided on the P.84 form and supporting documentation will be reviewed to verify staff members' continued entitlement to dependency benefits. For those staff members who do not submit the requisite documentation by 15 May 2000, discontinuance of the benefit and recovery of any overpayment will result. Prior to the recovery of any overpayment, and in accordance with normal procedures, staff members will be advised in writing of the decision to recover, and of the reasons for that decision. Recovery will be made through deductions of 20 per cent of the staff member's net monthly salary (excluding United Nations Federal Credit Union deductions) until such time as the full amount is recovered. In instances where the duration of the staff member's contract does not allow a deduction at as low a rate as 20 per cent, the overpayment will be deducted at a monthly rate sufficient to recover the full amount by the contract expiration date.

30. False certification of the information contained in form P.84 or misrepresentation of facts related to a claim for dependency benefits will lead to disciplinary action.

United Nations ST/IC/2000/27

Secretariat

25 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the Classification Appeals and Review Committee for Posts in the Professional Category****

1. The purpose of the present circular is to inform the staff that the Secretary-General has approved the membership of the Classification Appeals and Review Committee for Posts in the Professional Category, with effect from 25 April 2000 for a two-year period.

2. The present membership is as follows:

Chairperson:
Mr. Henry L. Ouma

Members representing the Administration:
Ms. Shari Klugman
Mr. Christopher Woodthorpe

3. No staff members have been nominated for the Committee by the United Nations Staff Committee, although staff nominations were formally requested on 5 October and 6 December 1999. Upon receipt of Staff nominations, an addendum to the present information circular will be issued.

4. Mr. Bruce Shearouse has been designated Secretary of the Committee.

5. The terms of reference of the Committee are set out in section 7 of administrative instruction ST/AI/1998/9, dated 6 October 1998.

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* Expiration date of the present information circular: 25 April 2002.
** *Personnel Manual* index No. 2040.

00-40473 (E) 270400

United Nations ST/IC/2000/28

Secretariat

25 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Membership of the New York General Service Classification Appeals and Review Committee****

1. The purpose of the present circular is to inform the staff that the Secretary-General has approved the membership of the New York General Service Classification Appeals and Review Committee, with effect from 25 April 2000 for a two-year period.

2. The membership is as follows:

Chairperson: Ms. Vivian Lewis

Members representing the Administration:

Ms. Ellen Chua
Mr. Michel Pelsise
Mr. Vladimir Reyes
Ms. Carmen Spraus

3. No staff members have been nominated for the Committee by the United Nations Staff Committee, although staff nominations were formally requested on 5 October and 6 December 1999. Upon receipt of staff nominations, an addendum to the present information circular will be issued.

4. Mr. Bruce Shearouse has been designated Secretary of the Committee.

5. The terms of reference of the Committee are set out in section 7 of administrative instruction ST/AI/1998/9, dated 6 October 1998.

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* Expiration date of the present information circular: 25 April 2002.
** *Personnel Manual* index No. 2125.

00-40475 (E) 020500

United Nations ST/IC/2000/29

Secretariat

27 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 competitive examination for English-language editors, translators/précis-writers and verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for English-language editors, translators/précis-writers and verbatim reporters in 2000, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for English-language editors, translators/précis-writers and verbatim reporters will be held on 24, 25 and 26 July 2000 in New York, Geneva, Vienna, London and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for English-language editors, translators/précis-writers or verbatim reporters will be filled. When a vacancy occurs, successful candidates will be recruited from the roster, subject to the requirements of the services in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or special missions are considered external candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies for English-language posts as they occur in the language services in New York, Vienna, Geneva, Nairobi, Beirut and Bangkok. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe, Latin America and the Caribbean or at Headquarters according to the needs of the Organization. Successful candidates are expected to serve a **minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 to 13 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have English as their main language;[1]

(b) Have a perfect command of English and an excellent knowledge of French and at least one other official language of the United Nations (Arabic, Chinese, Russian or Spanish). Candidates who choose Chinese are required to demonstrate proficiency in

* Expiration date of the present circular: 31 December 2000.

00-40841 (E) 070500

Arabic, Russian or Spanish in addition to French, by translating one specialized text from each of those languages (para. 7 (a) (iv)). The Board of Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which English is the language of instruction **or** hold a university degree from a school of translation.

5. The requirement of a university degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (c) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is English, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their applications. **The Board's decisions are final**.

7. The written examination will consist of translation/précis-writing, editing and verbatim parts and detailed instructions will be given on each of the papers. The examination will last three days:

(a) The translation/précis-writing part will consist of four papers:

(i) Translation into English of a general text in Arabic, French, Russian or Spanish (three hours, morning of 24 July 2000). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers in the translation/précis-writing, editing and verbatim parts marked;

(ii) Translation into English of a general text in one of the official languages of the United Nations other than that selected for the eliminatory paper (two hours, afternoon of 24 July 2000);

(iii) Summary in English of a speech in French (two hours, morning of 25 July 2000);

(iv) Translation into English of two specialized texts in the other official languages of the United Nations, at least one of which must be in a language other than French (three hours, afternoon of 25 July 2000). Candidates will be given a choice of economic, legal, scientific, social and technical texts in Arabic, Chinese, French, Russian and Spanish. If a candidate has not chosen French for either the eliminatory paper or the second general text, one of these specialized texts must be translated from French;

(b) The editing part will consist of two texts in English for editing, i.e., a general text and a United Nations resolution (three hours, morning of 26 July 2000);

(c) The verbatim reporting part will consist in bringing the transcript of the English interpretation of a speech into line with the original French text of the speech and editing the transcript of a speech delivered in English (three hours, afternoon of 26 July 2000).

The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

8. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the course of October or November 2000. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will automatically be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results. When a vacancy occurs, successful candidates will be recruited from the roster in overall ranking order, subject to the requirements of the services in terms of expertise and language combinations.

10. Staff members selected to fill vacancies will be assigned as English-language editors, translators/ précis-writers or verbatim reporters for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. During the trial period, following on-the-job training if necessary, successful candidates should be prepared to use a computer workstation and to operate a dictaphone. In addition, in order to be confirmed as a verbatim reporter or as an editor, successful candidates would need to have word-processing skills or to acquire them following on-the-job training during the two-year trial period.

11. During that same trial period, staff members will receive professional training designed flexibly so as to permit their reassignment, if warranted, based on their preference and demonstrated aptitude for a given language function. Successful candidates assigned directly to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirement of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. In accordance with the needs of the service/ section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

14. Staff members applying for the examination should complete the attached form and submit it, **not later than 16 June 2000**, to:

2000 Competitive Examination for English-language Editors, Translators/Précis-Writers and Verbatim Reporters
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
Room S-2575-E
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963-3683

Applications received after the above deadline will not be considered.

15. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications directly to the Specialist Services Division of the Office of Human Resources Management through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 16 June 2000, the deadline for receipt of applications in the Specialist Services Division.

Notes

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

Application

2000 competitive examination for English-language editors, translators/précis-writers and verbatim reporters[1]

Index No.[2] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[3] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ e-mail _____

Have you taken this examination before? Yes ☐ in 19 ☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in 19 ☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[4] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications[6]

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Degree[6] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Certificate or equivalent*[6]	*Main field of study*
		Month/year	*Month/year*		

E. Describe work experience (giving dates and length of time) in editing, translation/précis-writing, verbatim reporting or related fields, if any.

_____

_____

_____

_____

_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/2000/29 and I understand that, if I am successful in the 2000 competitive examination for English-language editors, translators/précis-writers and verbatim reporters and recommended for inclusion in the roster, my assignment as an English-language editor, translator/précis-writer or verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 to 13 of that circular.

Date: _____ Signature: _____

Notes

[1] Staff members applying for this examination **must complete this section**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which English is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Human Resources Officer to obtain your number.

[3] Please indicate department/office, e.g., Department of General Assembly Affairs and Conference Services, Economic Commission for Europe, United Nations Conference on Trade and Development, United Nations Office at Geneva, United Nations Office at Vienna or other (specify).

[4] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to English as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/2000/29.

[6] Give exact name and title in original language. Do not translate or equate.

United Nations ST/IC/2000/30

Secretariat

27 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 competitive examination for French-language teachers**

1. A competitive examination for the recruitment of French-language teachers will be held on 23 June 2000 at United Nations Headquarters in New York and at the United Nations Office at Geneva. The purpose of this examination is to establish a roster from which future vacancies for French-language teachers in the French programme of the Staff Development and Learning Service of the Office of Human Resources Management at Headquarters and the Examinations and Tests Section at Geneva will be filled.

2. Full-time French teachers with the United Nations must teach the specified number of course hours per week as determined by the duty station concerned and devote a specified number of work hours to course preparation and correcting students' work. In addition, each full-time French teacher is assigned tasks such as drafting and updating of teaching materials and examinations, preparation of examinations, design of specialized courses and communication courses, consultations with students, and participation in meetings and seminars. At Headquarters, full-time French teachers participate in the preparation, administration and correction of the United Nations Language Proficiency Examination as part of their assigned tasks. The teacher is expected to use word-processing and database software in performing these duties. The teacher is also expected to carry out other training activities whenever called upon to do so.

3. The examination is open to all staff members of the Secretariat, including those in the General Service and related categories, working at Headquarters and to other qualified persons, including French teachers who are working part-time at Headquarters. Part-time French teachers are considered external candidates. Staff members from subsidiary organs of the United Nations and those working for a United Nations body, fund or specific programme or assigned to special missions are also considered external candidates for the purpose of this examination.

4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Hold an advanced university degree (Masters) in applied linguistics, linguistics, language teaching, languages or a similar field;

(c) Have at least five years' recent and consecutive experience within the last eight years teaching French as a second or foreign language to adults, preferably in a professional setting;

(d) Have word-processing skills.

Experience using video, computers and/or multimedia to teach French is highly desirable. Knowledge of other official languages is desirable. The Board of

* Expiration date of the present circular: 31 December 2000.

00-40849 (E) 080500

Examiners, appointed by the Assistant Secretary-General for Human Resources Management, requires that candidates' claims to knowledge of official languages must be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course must have passed the United Nations language proficiency examination in that language. Candidates who have not attended United Nations language courses must substantiate their claims to knowledge of those languages by attaching to their application a photocopy (not the original) of either a diploma or a certificate from a language school or a brief explanation of how they acquired knowledge of those languages.

5. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final.**

6. The written examination consists of the following two parts:

Part 1. Essay questions on modern language teaching methodology, communication skills and writing skills training, preparation of teaching material, and the use of technology for language teaching (2 hours). It should be noted that this paper is eliminatory. Only candidates who are successful in part 1 will have their other papers marked;

Part 2.

A. Knowledge of French language syntax and usage (30 minutes);

B. Several practical problems and a lesson plan (1 hour and 30 minutes).

The use of reference material is **not** permitted during the examination.

7. On the basis of the results obtained in the written examination, the Board of Examiners will invite selected candidates to the second phase of the examination, which will, in principle, take place six to eight weeks after the written papers and will consist of the candidates' teaching a class before the Board of Examiners. The Board of Examiners will review their observations and discuss them with each of the candidates. The Board will then interview each candidate to assess personal qualities. The interview is an integral part of the examination. Therefore, candidates who are invited to an interview **should not** assume that they will be offered a teaching assignment.

8. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates for inclusion in the roster. Vacancies at Headquarters and the United Nations Office at Geneva will be filled in order from the roster as they occur at either duty station. All candidates admitted to the examination will be informed in writing of the Board's recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board does **not** release individual results.

9. Staff members who wish to apply for the examination should complete the attached form and submit it, **not later than** 26 May 2000 to:

2000 Competitive Examination for French-Language Teachers
Room DC1-200
Cluster VI, Operational Services Division
Office of Human Resources Management
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (212) 963 3726

Notes

[1] "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

Application

2000 competitive examination for French-language teachers

Index No.[1] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[2] _____ Duty station: _____

Room No. _____ Extension _____ Fax No. _____

Internet: _____

Have you taken another United Nations competitive examination? Yes ☐ in 19 ☐☐ No ☐

If yes, which examination(s): _____

What is your mother tongue and main language?[3] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. University degree or equivalent or post-secondary educational qualifications[4]

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Degree[4] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

B. Describe work experience (giving dates and duration) in French language teaching, course development, and communication skills training

C. Indicate your experience (if any) in working with multimedia, video and/or computer-assisted language learning technology

_____

_____

_____

_____

_____

_____

D. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

E. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

Notes

[1] Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Executive Officer to obtain your number.

[2] Please indicate department/office, e.g., Department of General Assembly Affairs and Conference Services, Economic Commission for Europe, United Nations Office at Geneva, United Nations Office at Vienna or other (specify).

[3] "Main language" should be understood to be the language in which the candidate is best able to teach. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

[4] Give exact name and title in original language. Do not translate or equate. Copies of university degrees must be attached.

[5] In accordance with paragraph 4 of the present circular, candidates claiming knowledge of other official languages of the United Nations must submit relevant documentation to substantiate their claims.

United Nations ST/IC/2000/31

Secretariat

27 April 2000

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **2000 competitive examination for French-language translators/précis-writers, editors and verbatim reporters**

1. The purpose of the present information circular is to invite applications from staff members of the Secretariat at the P-3 level and below who wish to take the competitive examination for French-language translators/précis-writers, editors and verbatim reporters in 2000, in accordance with the provisions of ST/AI/1998/7 of 23 March 1998.

2. A competitive examination for French-language translators/précis-writers, editors and verbatim reporters will be held on 17, 18 and 19 July 2000 in New York, Geneva, Vienna, Paris and other locations according to the number and location of qualified candidates convoked for the examination. The purpose of this examination is to establish a roster from which present and future vacancies for French-language translators/précis-writers, editors or verbatim reporters will be filled. When a vacancy occurs, successful candidates will be recruited from the roster, subject to the requirements of the services in terms of expertise and language combinations.

3. The examination is open to staff members of the United Nations at the P-3 level and below who meet the eligibility requirements, as well as qualified external candidates. Staff members from subsidiary organs of the United Nations and staff members whose service is limited to a particular organ, fund or programme of the United Nations or to special missions are considered external candidates for the purpose of this examination. Such candidates, if successful, will be offered a new appointment with the United Nations subject to normal United Nations recruitment procedures and standards. Staff members who are successful in the examination and are selected for inclusion in the roster will be assigned to fill vacancies for French-language posts as they occur in the language services in New York, Geneva, Vienna, Nairobi and Bangkok. Assignments are subject to rotation and successful candidates may thereafter be called upon to serve at other duty stations in Africa, Asia, Europe or at Headquarters according to the needs of the Organization. Successful candidates are expected to serve a **minimum of five years** in language posts. The assignment of staff members of the United Nations who are successful in the examination and are selected to fill vacancies will be subject to the conditions set out in paragraphs 10 to 13 below.

4. Staff members of the Secretariat applying for the examination must:

(a) Have French as their main language;[1]

(b) Have a perfect command of French and an excellent knowledge of English and one of the other official languages of the United Nations (Arabic, Chinese, Russian or Spanish). The Board of Examiners, appointed by the Assistant Secretary-General for

* Expiration date of the present circular: 31 December 2000.

00-40851 (E) 080500

Human Resources Management, requires that candidates' claims to knowledge of official languages be supported by relevant documentation in their official status files. Staff members who have been enrolled in a United Nations language course in any of the languages claimed must have passed the United Nations language proficiency examination in that language. Candidates who have not attended the United Nations language courses in the languages claimed must substantiate their claims to knowledge of those languages. For this purpose, staff members should attach to their application either a photocopy of a diploma or a certificate from a language school or a brief explanation of how they acquired their knowledge of the languages claimed. Staff members are advised to submit photocopies, not originals, of such documentation;

(c) As an exception, for staff members holding a university degree in law (preferably in criminal law), the requirement of an additional official language may be waived by the Board of Examiners. In such cases, the candidates would be required to select the legal text as one of the two specialized texts to be chosen under paragraph 7 (iv) below, and would be exempted from the second language paper (para. 7 (ii));

(d) Hold a degree or an equivalent qualification from a university or institution of equivalent status at which French is the language of instruction **or** hold a university degree from a school of translation.

5. The requirement of a degree or its equivalent from a university or institution of equivalent status mentioned in paragraph 4 (d) may be waived for staff members who, in the judgement of the Board of Examiners, have adequate post-secondary educational qualifications from a university or institution of equivalent status and adequate secondary educational qualifications from an establishment at which the principal language of instruction is French, in addition to five years of continuous service with the United Nations Secretariat by 31 December 1989.

6. All applications will be reviewed by the Board of Examiners. All applicants will be notified of the Board's decision in respect of their application. **The Board's decisions are final**.

7. The written examination will consist of translation/précis-writing, editing and verbatim parts and detailed instructions will be given on each of the papers. The examination will last three days:

(a) The translation/précis-writing part will consist of four papers:

(i) Translation into French of a general text in English (three hours, morning of 17 July 2000). It should be noted that this paper is eliminatory. Only candidates who are successful in this paper will have their other papers in the translation/précis-writing, editing and verbatim parts marked;

(ii) Translation into French of one text chosen by the candidate from a total of four texts, one in each of the official United Nations languages other than French and English (two hours, afternoon of 17 July 2000);

(iii) Summary in French of a speech in English (two hours, morning of 18 July 2000);

(iv) Translation into French of two texts in English to be chosen by the candidate from a total of five specialized texts (economic, legal, scientific, social and technical) (three hours, afternoon of 18 July 2000);

(b) The editing part will consist of two texts in French for editing, i.e., a general text and a United Nations resolution (three hours, morning of 19 July 2000);

(c) The verbatim reporting part will consist in bringing the transcript of the French interpretation of a speech into line with the original English text of the speech, and editing the transcript of a speech delivered in French (three hours, afternoon of 19 July 2000).

The use of a dictionary or any other reference material will **not** be permitted during the examination. Similarly, candidates may not use personal computers to prepare their papers.

8. On the basis of the results of the written examination, the Board of Examiners will invite selected candidates to an interview, which is projected to take place in the course of October or November 2000. The interview is an integral part of the examination. Therefore, candidates who are invited for an interview **should not** assume that they will automatically be offered an assignment.

9. On the basis of the overall results of the examination, the Board will recommend to the Assistant Secretary-General for Human Resources Management the names of candidates who qualify for

inclusion in the roster. All candidates admitted to the examination will be informed in writing of the Board's final recommendation in respect of their candidature. The Board's recommendations are **not** subject to appeal. The Board **does not** release individual scores or results. When a vacancy occurs, successful candidates will be recruited from the roster in overall ranking order, subject to the requirements of the services in terms of expertise and language combinations.

10. Staff members selected to fill vacancies will be assigned as French-language translators/précis-writers, editors or verbatim reporters for a trial period of two years. Staff members below the P-2 level or who are in the General Service category will receive a special post allowance to the P-2 level. Staff members at the P-2 and P-3 levels will be assigned at their respective levels. During the trial period, following on-the-job training if necessary, successful candidates should be prepared to use a computer workstation and to operate a dictaphone. In addition, in order to be confirmed as a verbatim reporter or as an editor, successful candidates would need to have word-processing skills or to acquire them following on-the-job training during the two-year trial period.

11. During that same trial period, staff members will receive professional training designed flexibly so as to permit their reassignment, if warranted, based on their preference and demonstrated aptitude for a given language function. Successful candidates assigned to duty stations away from Headquarters will normally be required to spend the first six months of their trial period in the corresponding service at Headquarters.

12. Staff members with a special post allowance to the P-2 level and those already at the P-2 level who complete the trial period successfully and are recommended by the Department of General Assembly Affairs and Conference Services and the Office of Human Resources Management may be promoted to the P-3 level. Staff members already at the P-3 level who complete the trial period successfully will be confirmed in their functions at the P-3 level. Staff members on fixed-term appointment will be eligible to be considered for permanent appointment subject to the requirements of the staff rules in force. Staff members who do not complete the trial period successfully will be reassigned to posts at their previous levels and the special post allowance, if any, will be discontinued.

13. In accordance with the needs of the service/section, successful candidates may be called upon to work outside normal working hours, including weekends and holidays.

14. Staff members applying for the examination should complete the attached form and submit it, **not later than 9 June 2000**, to:

2000 Competitive Examination for French-Language Translators/Précis-Writers, Editors and Verbatim Reporters
Examinations and Tests Section
Specialist Services Division
Office of Human Resources Management
Room S-2575-E
United Nations Secretariat
New York, N.Y. 10017
Fax No.: (1-212) 963-3683

Applications received after the above deadline will not be considered.

15. In order to ensure receipt of all applications submitted by staff members from offices away from Headquarters, these staff members are requested to return their applications to the Specialist Services Division of the Office of Human Resources Management through the chief administrative officer or director of the United Nations information centre of their respective duty stations by 9 June 2000, the deadline for receipt of applications in the Specialist Services Division.

Notes

[1] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

Application

2000 competitive examination for French-language translators/précis-writers, editors and verbatim reporters[1]

Index No.[2] ☐☐☐☐☐☐

Last name ☐☐☐☐☐☐☐☐☐☐☐☐ Category ☐☐ Level ☐☐

First name ☐☐☐☐☐☐☐☐☐☐☐☐ Sex: Male ☐ Female ☐

Date of entry on duty: Month ☐☐ Year ☐☐☐☐

Type of contract: _____ Expiration date: _____

Department/office:[3] _____ Duty station: _____

Room No. _____ Tel. extension _____ Fax extension _____ e-mail _____

Have you taken this examination before? Yes ☐ in 19 ☐☐ No ☐

Have you taken another United Nations competitive examination? Yes ☐ in 19 ☐☐ No ☐

If yes, which examination(s) _____

What is your main language?[4] ☐☐☐☐☐☐☐☐☐☐☐☐☐☐

A. Knowledge of other languages[5]

Language(s)	*United Nations language programme (indicate highest level and date)*	*Courses taken at other institutions (name and location)*

B. Indicate your ability in each of the languages mentioned above

Language	*Read*		*Understand*		*Speak*		*Write*	
	Easily	*Not easily*	*Easily*	*Not easily*	*Fluently*	*Not fluently*	*Easily*	*Not easily*

C. University degree or equivalent or post-secondary educational qualifications[6]

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Degree[6] or equivalent*	*Main field of study*
		Month/year	*Month/year*		

D. Secondary school qualifications

Name of institution, place and country	*Language of instruction*	*Attended from/to*		*Certificate or equivalent[6]*	*Main field of study*
		Month/year	*Month/year*		

E. Describe work experience (giving dates and length of time) in translation/précis-writing, editing, verbatim reporting or related fields, if any.

_____

_____

_____

I certify that the information I have provided above is correct to the best of my knowledge and belief.

Date: _____ Signature: _____

I have read information circular ST/IC/2000/31 and I understand that, if I am successful in the 2000 competitive examination for French-language translators/précis-writers, editors and verbatim reporters and recommended for inclusion in the roster, my assignment as a French-language translator/précis-writer, editor or verbatim reporter will be subject to my acceptance of the conditions of service indicated in paragraphs 10 to 13 of that circular.

Date: _____ Signature: _____

Notes

[1] Staff members applying for this examination **must complete this section**. In addition, staff members **must attach** written proof of claimed secondary educational qualifications from establishments at which French is the principal language of instruction. Written proof of claimed post-secondary education must also be attached unless they were convoked for the G to P examination for promotion to the Professional category or another language examination. Applications that are incomplete or do not include essential information or documentation will be returned to the staff member **for completion and resubmission within the deadline for receipt of applications** in the Specialist Services Division. In this connection, staff members are informed that extensions for receipt of applications in the Specialist Services Division will **not** be granted. Therefore, staff members are advised to submit their applications without delay.

[2] Appears normally on your monthly salary statement and personnel action (P-5) forms. If not, please contact your Human Resources Officer to obtain your number.

[3] Please indicate department/office, e.g., Department of General Assembly Affairs and Conference Services, Economic Commission for Europe, United Nations Conference on Trade and Development, United Nations Office at Geneva, United Nations Office at Vienna or other (specify).

[4] "Main language" should be understood to be the language in which the candidate is best able to work. Candidates' claims to French as their main language must be supported by relevant documentation in their official status files.

[5] Candidates are reminded that they must submit relevant documentation to substantiate their claims as appropriate in accordance with the provisions of paragraph 4 (b) of information circular ST/IC/2000/31.

[6] Give exact name and title in original language. Do not translate or equate.